



# Major Subdivision Record Plat Application

Louisville Metro Planning & Design Services

Case No.: \_\_\_\_\_ Intake Staff: \_\_\_\_\_

Date: \_\_\_\_\_ Fee: \_\_\_\_\_

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Once complete, please bring the application and supporting documentation to: Planning and Design Services, located at 444 South 5<sup>th</sup> Street, Suite 300. For more information, call (502) 574-6230 or visit <http://www.louisvilleky.gov/PlanningDesign>.

## **Project Information:**

Project Name: \_\_\_\_\_

Primary Project Address: \_\_\_\_\_

Additional Address(es): \_\_\_\_\_

Primary Parcel ID: \_\_\_\_\_

Additional Parcel ID(s): \_\_\_\_\_

# of Residential Units: \_\_\_\_\_ Commercial Square Footage: \_\_\_\_\_

Total number of lots created: \_\_\_\_\_ The subject property contains \_\_\_\_\_ acres.

Existing Zoning District: \_\_\_\_\_ Existing Form District: \_\_\_\_\_

Deed Book(s) / Page Numbers<sup>2</sup>: \_\_\_\_\_

Number of Adjoining Property Owners (APOs): \_\_\_\_\_

Has the property been the subject of a previous development proposal (e.g., rezoning, variance, appeal, conditional use permit, minor plat, etc.)? *This information can be found in the Land Development Report (Related Cases)* <sup>1</sup>    ☐ Yes    ☐ No

If yes, please list the docket/case numbers:

Docket/Case #: \_\_\_\_\_ Docket/Case #: \_\_\_\_\_

Docket/Case #: \_\_\_\_\_ Docket/Case #: \_\_\_\_\_

**Contact Information:**

**Owner:** ☐ *Check if primary contact*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner Signature (required):** \_\_\_\_\_

**Applicant:** ☐ *Check if primary contact*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Attorney:** ☐ *Check if primary contact*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Plan prepared by:** ☐ *Check if primary contact*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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**Certification Statement:** A certification statement must be submitted with any application in which the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application.

I, \_\_\_\_\_, in my capacity as \_\_\_\_\_, hereby  
*representative/authorized agent/other*

certify that \_\_\_\_\_ is (are) the owner(s) of the property which  
*name of LLC / corporation / partnership / association / etc.*

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a material false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

**Please submit the completed application along with the following items:**

**Initial Submittal Requirements**

- ☐ Land Development Report<sup>1</sup>
- ☐ If ownership has changed since Preliminary Plan approval, submit the name and address of all persons having an ownership interest in the application, including Articles of Incorporation (if applicable)
- ☐ If ownership has changed since preliminary plan approval, submit a copy of the current recorded deed(s)<sup>2</sup> (*must show "End of Document" stamp on last page*)
- ☐ Four copies of the Record Plat prepared in conformance with Chapter 7 of the LDC and indicating State Plan Coordinates on all boundary breaks. No signatures or surveyors seal are required for the initial submittal.
- ☐ Deed of Restrictions for proposed subdivision (if applicable)
- ☐ Homeowners Association Articles of Incorporation with a stamp from the Kentucky Secretary of State and recorded in the Jefferson County Clerk's Office (if applicable)
- ☐ Homeowners Association By-Laws for proposed subdivision (if applicable)
- ☐ Corporate Resolution (if applicable)

**Final Submittal Requirements (Case Manager will notify applicant when the Mylar can be submitted.)**

- ☐ Mylar of record plat with original signatures and surveyor's seal
- ☐ The following approvals are required before the plat can be recorded:
  - ☐ MSD – Construction plan and record plat approval
  - ☐ Public Works – Construction plan approval and bond receipt (yellow)
  - ☐ AT&T
  - ☐ LG&E
  - ☐ Louisville Water Company
  - ☐ Health Department
  - ☐ Cardinal Point letter from surveyor
- ☐ **Fee** (Cash, charge or check made payable to the Department of Codes & Regulations)
  - \$ 400 per page
  - + \$ 5 x number of lots
  - = \$ \_\_\_\_\_ (TOTAL DUE)

*(In addition, a recording fee for the plat and any other applicable documents will be due to the Jefferson County Clerk's Office at time of recording.)*

**Resources:**

1. Detailed instructions to obtain a Land Development Report are available online at:  
<http://www.louisvilleky.gov/PlanningDesign/IWantTo/Find+a+Zoning+District.htm>
2. Deeds and plats can be found at the Jefferson County Clerk's Office, located at the 2<sup>nd</sup> floor of Metro Hall (527 West Jefferson Street, telephone: 502-574-6220). Many deeds, plats and other records are available online at:  
<http://www.landrecords.jcc.ky.gov/records/S0Search.html>